

SOT Mixtures Specialty Section 2021
Executive Committee Officer Roles and Responsibilities

[19 September 2022]

President (1-year term):

- Presides at all meetings of the Specialty Section (SS) and of the Executive Committee.
- Represents Mixtures in meetings of Specialty Sections Presidents/Vice Presidents, including the SOT Annual Meeting and occasional conference calls.
- Responsible for communications from SOT to Executive Committee and/or general membership and authorize/approve all such communications.
- Writes articles/messages, as needed, for the *Communiqué*, Mixtures SS newsletters, or general submission to membership.
- Prepares the President's Message for inclusion in the annual/biannual Mixtures SS newsletter.
- Distributes the annual/biannual newsletter to the Mixtures SS Membership.
- Coordinates planning and presides over annual reception and Mix SS officers' breakfast. Coordinates with Vice President and Secretary/Treasurer to reserve officers' breakfast and reception venue, and order refreshments.
- Develops and makes an SS overview presentation at the annual reception, integrating feedback from the Executive Committee.
- Oversees recognition of outgoing officers.
- Authorizes SOT issuance of checks from Mixtures Specialty Section account ordered by Treasurer for awards and reimbursement of Mixtures Specialty Section expenses.
- Reviews and updates bylaws based on inputs from all Mixtures Specialty Section officers.
- Provides advice and support for the Vice President, shares insight and experience.
- Represents Mixtures SS on SS-CCG (or any other officer from Mixtures SS who gets nominated and elected to SS-CCG).
- Sends out a survey to membership asking if anyone is interested in serving on any of the committees or in being a future officer.

Vice President (1-year term):

- Participates in meetings of Specialty Section, including the SOT Annual Meeting and occasional conference calls. Serves in capacity of President, when necessary.
- Serves as Chairperson of the Program Committee.
 - Sends a request for proposals requesting members to submit proposals (March end) to Mixtures Specialty Section.
 - Coordinates, directs, and contributes to the informal (pre-review) and formal reviews of Annual Meeting session proposals submitted to Mixtures Specialty Section for endorsement, as well as submits the final rankings and supporting documentation to SOT Program Committee via online system.

- Develops plans for reception and for Executive Committee meeting at SOT Annual Meeting (submits food, poster board, and AV requirements, prepares agendas, orders awards/plaques, etc.) in conjunction with the President.
- Works with the Junior Councilor to develop a strategy for fundraising and reaches out to potential donors.
- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Schedules and communicates time and place of any officer's meeting held at the Annual Meeting.
- Serves as a mentor for Vice President-Elect, provides advice and support, shares insight and experience.

Vice President-Elect (1-year term):

- With inputs from SS officers, drafts, periodically reviews, and revises, and distributes document outlining duties and responsibilities of the officers.
- Sends an email early December and a reminder in early January to Mix SS membership, Graduate Student Leadership Committee (GSLC), and the Postdoctoral Assembly (PDA) mailing lists regarding Mix SS Graduate Student & Postdoc award submissions.
 - Leads the review and selection of Mix SS Graduate Student & Postdoc awards. Establishes a team to assist with this task. Notifies the Executive Committee of the winner, then notifies the winners and non-winners of the results via email. Also, invites the winners and their mentors to the Mix SS reception.
- The best graduate student and Postdoc receives a plaque at Mix SS reception. Ensures that a plaque is issued for the award winners. Provides award sponsors and Secretary/Treasurer with pertinent contact and award information for the plaques and awards.
- Presents the Mix SS Graduate Student & Postdoc awards at Mix SS reception (SOT Annual Meeting).
- Reviews and updates award criteria and descriptions for all awards in collaboration with the Senior Councilor.
- VP-Elect updates award information on SOT website when prompted by SOT HQ.
- Contacts sponsor of awards to request continued support for postdoc/grad student awards and seek additional new award sponsors.
- In February/March, SOT notifies SS officers to send them names of graduate student and Postdoc Award winner; VP-Elect will be the point of contact to provide this information.
- Supports the Senior Councilor to plan the webinars.
- Reviews proposals submitted to the Program Committee.
- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Attends Executive Committee meetings and participates in teleconferences.

Immediate Past President (1-year term):

- Participates in meetings of Specialty Section, including the SOT Annual Meeting and conference calls.
- Provides advice and support for the President and the Executive Committee, shares insight and experience.
- Prepares the annual report for the term they were President. Shares a draft with Mixtures Specialty Section officers for review and incorporates comments before the final submission.
- Serves as the Chair of the Nominating/Election Committee.
 - Sends out call for nominations in early October, discusses the nominations with the Executive committee, compiles all the nominations/bio sketches and submits ballot to SOT for distribution and voting by first week of January.
 - Compiles results from voting, informs all the incoming officers, and invites them to Mixtures Specialty Section officers' breakfast and reception at SOT Annual Meeting.
- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Reviews proposals submitted to the Program Committee.
- Attends Executive Committee meetings and participates in teleconferences.

Secretary/Treasurer (2-year term):

- Reviews the financial updates from SOT related to Mixtures SS budget and provides an update on budget/available funds during executive committee calls.
- Develops plans for reception and for Executive Committee meeting at SOT Annual Meeting (submits food, poster board, and AV requirements, prepares agendas, orders awards/plaques, etc.) in conjunction with the President and Vice President.
- Submits budget requested by SOT with expenses related to Mixtures SS Reception at Annual Meeting and Mixtures Officers' Breakfast at SOT Annual Meeting
- Provides an update on the budget at Mixtures SS reception at SOT Annual Meeting and monthly officers calls.
- Authorizes disbursements (requires President's oversight).
- Schedules conference calls and Executive Committee meetings.
- Communicates the time and place of each Executive Committee meeting (at least two weeks before each meeting).
- Orders ribbons (5 for best poster abstracts) checks and/or plaques (1 for best Post-Doc; 1 for best Graduate Student; 1 for outgoing President).
- Records minutes of all meetings (specialty section and executive committee) and posts approved minutes on Mixtures SS ToXchange community.
- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Reviews proposals submitted to the Program Committee.

- Organizes and reserves the venue for Mixtures Specialty Section officers' breakfast at SOT Annual Meeting.
- Attends Executive Committee meetings and participates in teleconferences.

Councilors

Senior Councilor (2nd year of 2-year term):

- Sends a reminder in November to the section membership regarding Best Abstract Award deadline.
- In January the following year, requests mixtures-related abstracts from SOT Staff Liaison; search terms include mixtures, cumulative risk, joint toxicity, exposome, dose addition, response addition, relative potency, toxic equivalency.
- Leads the review and selection of top 5 mixtures-focused abstracts recipients presented at the Annual Meeting. Establishes a team to assist with this task. Notifies the Executive Committee of the winner and then notifies the winners.
- Ensures that a plaque is issued for the Best Abstract Award recipient and top 5 abstracts are acknowledged with blue ribbons at the SOT Annual Meeting. In case of a virtual meeting, certificates are sent instead of ribbons. Works with Secretary/Treasurer for any checks needed for award and provides Secretary/Treasurer with pertinent contact and award information for the plaque/certificate.
- Presents the Best Abstract Award at the Mixtures Specialty Section reception (SOT Annual Meeting).
- Identifies opportunities to co-host webinars with other Specialty Sections and scientific organizations. Establishes a team to help organize webinars.
- Coordinate joint RASS/MixSS webinar series and provides names of graduate students and postdoc Mixtures SS winners from previous SOT meeting as speakers to RASS
- Serves as a mentor for Junior Councilor, provides advice and support, shares insight and experience.
- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Attends Executive Committee meetings and participates in teleconferences.

Junior Councilor (1st year of 2- year term):

- Fundraising for Mixtures SS awards:
 - Follow-up with the donors who have already contributed and request them to continue donating.
 - Supports the Vice President in recruitment initiatives to identify potential donors for the section.
 - Raises funds for Mixtures Specialty Section; solicits donations for awards; responsible for communication with potential sponsoring entities.
- Initiates and leads activities that help recruit and retain membership.
- Serves as a mentor for Postdoctoral and Graduate Student Representatives, provides advice and support, shares insight and experience.

- Contributes and/or facilitates contributions from student and/or peer perspectives to the newsletter.
- Attends Executive Committee meetings and participates in teleconferences.

Postdoctoral Representative (1-year term):

- Newsletter: Develops and finalizes the annual/biannual newsletter by establishing a team to complete this task.
- Reaches out to chairs/co-chairs of the sessions, CE courses, roundtables etc. endorsed by Mixtures Specialty Section to draft a session summary for the newsletter (March end).
- Participates in Postdoctoral Assembly on behalf of Mixtures SS. Coordinates Mixtures SS representation/participation at annual student/postdoctoral reception at SOT and acts as Mixtures SS liaison at reception.
- Works with the President to develop and send out a survey to Mixtures SS membership requesting volunteers for different committees and maintains a volunteer list.
- Represents postdoctoral interests to Mixtures SS and provides Mixtures SS information to postdoctoral members. Actively recruits new postdoctoral members into Mixtures SS
- Serves as a mentor for Graduate Student Representative, provides advice and support, shares insight and experience.
- Supports Senior Councilor to organize and host webinars.
- Supports the development of presentations for the Mixtures SS reception.
- Attends Executive Committee meetings and participates in teleconferences.

Graduate Student Representative (1-year term):

- Website: Periodically reviews the web page to keep it current. Reviews SOT guidelines for SS webpages to ensure compliance. Serves as website and ToXchange liaison with SOT HQ.
- LinkedIn page: Works towards creating a LinkedIn page for Mixtures SS with guidance from SOT liaison and councilors to ensure compliance and inputs from EC on what to post and frequency of posting etc.
- Develops the Mixtures SS poster for the SOT Annual Meeting and brings the poster to SOT for display at various venues throughout meeting
- Represents graduate student interests to Mixtures SS and provides Mixtures SS information to graduate students.
- Actively recruits new graduate student members into Mixtures SS and encourages former student members of to continue their membership at the Postdoctoral or Associate level.
- Participates in the SOT Graduate Student Leadership Committee (GSLC).
- Attends Executive Committee meetings and participates in teleconferences

- Supports Postdoctoral Representative in developing the newsletter by serving as an editor or facilitating contributing perspectives from peers, other MixSS members or other Specialty Sections.
- Supports the development of presentation for Mixtures SS reception at the Annual Meeting.

Mixtures SS Committees

Program Committee

Purpose: SOT Annual Meeting Proposal Review

Chair: Vice President

Members: Executive Committee (EC) and/or beyond welcome

Active Timeframe: March – June

Nominations Committee

Purpose: To identify candidates for Mixtures SS officer slots and manage Mixtures SS elections (communicate with candidates, biosketches to SS Liaison, tabulate results, candidate follow-up)

Chair: Immediate Past President

Members: EC **Active Timeframe:** October - November

Awards Committee

Purpose: Coordinate Best Abstract and Best Student/Postdoc Abstract awards Reviews for Mixtures SS

Chair, Best Student and Postdoc Abstract Awards: Vice President Elect **Chair, Best Abstract:** Senior Councilor

Members: EC or beyond welcome

Active Timeframe: June; November - January

Webinar Committee

Purpose: Identify and schedule speakers bringing mixtures science to the broader SOT community, apply to SOT for funding.

Chair: Senior Councilor

Members: VP-Elect, Postdoctoral Representative, others on EC or beyond welcome **Active**

Timeframe: Throughout Year

Communications Committee

Purpose: Review/update Mixtures SS Website; Coordinate LinkedIn communications; Newsletter Preparation; Maintain Mixtures SS Volunteer list **Chairs:**

- Postdoctoral representative: Newsletter, Mixtures SS volunteer list
- Graduate Student Representative: Website and LinkedIn communications

Members: Postdoctoral Representative, Graduate Student Representative, others on EC or beyond welcome

Active Timeframe: Throughout Year

Fundraising / Endowment Committee

Purpose: Fundraising / endowment

Chair: Vice President and Junior Councilor

Members: President, VP-Elect, Secretary/Treasurer, others on EC or beyond welcome

Active Timeframe: Throughout Year

Membership Committee

Purpose: Retain current members and recruit new members

Chair: Junior Councilor

Active Timeframe: Throughout Year